

# LAKESIDE MIDDLE SCHOOL

## ATTENDANCE POLICY

### 2014 - 2015

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Parents are responsible for having their children attend school on a regular basis. The school day is from 8:34 a.m. to 3:10 p.m. Student arrival begins at 8:20 a.m. It is imperative that students attend school unless they are ill; students cannot achieve academic success without good attendance. **If a student will be absent, please call the school to report the absence. When an absence is due to a communicable/infectious disease, a note of re-admission from a physician is required.** Students are responsible for making up all missed schoolwork. The Board-approved attendance policy is as follows:

**I. Excused Absences:** The following will be considered *excused* absences:

- A. **Serious student illness:** A note from the doctor must be submitted within three days of the students' return to school. Please note: a doctor's note may be required in cases where absences are too frequent in number or when there is a medical condition that endangers other students.

When a note from a physician is provided, the absence in question will be recorded as excused.

**(Please note that notes from any physicians office that state that the child was not seen in the office and the information was relayed from the parent will not be considered as excused absences.)**

- B. **Death in the immediate family:** Students will be granted three days' absence due to a death in the family. If long-distance travel is required, additional days may be requested. A note from the parent/guardian is required stating the relationship of the deceased and must be submitted within three days of returning to school.

- C. **Medical/dental examinations:** If possible, these should be taken care of outside of school hours. Prior approval is required, and a doctor's note must be submitted upon the student returning to school. Students may be excused for emergency work. A student must have a doctor's note upon returning to school.

- D. **Religious holidays:** Students will be excused for all religious holidays recognized by the State Board of Education. A note from the parent/guardian must be submitted within three days after the absence.

- E. **Nurse's office:** The nurse will only excuse students' who leave early due to a fever or under the nurse's discretion of an illness or injury. If the student decides to leave early without the nurse's approval this will be documented as *unexcused*.

**II. Absence Verification:**

- A. Parents/guardians are expected to call the school to inform office personnel of the absence. However, telephone calls to our office will not be considered a valid verification of absence from school.
- B. Written notes are required for any absence. Notes must include the following information:
1. The name of the student
  2. The date the note is submitted for approval
  3. Date(s) of absence(s)
  4. The specific reason for the absence
  5. The signature of the parent/guardian

**III. Unexcused Absences:** The following reasons for being absent will be considered as unexcused even when a note is brought from home:

- A. Being out of town
- B. Babysitting
- C. Missing the bus
- D. Car trouble
- E. Truancy
- F. Work at home
- G. Weather conditions
- H. Family vacation: Prior approval must be requested in writing and The student assumes responsibility for making up any work missed during the vacation period.

**IV. Parent / Guardian Notification and Disciplinary Action:**

- A. When a student accumulates five unexcused absences, a letter will be sent to the parent/guardian.
- B. When a student accumulates ten unexcused absences, another letter will be sent to the parent/guardian. In addition, the truant officer will be notified and may follow up with a phone call or home visit. A guidance referral will be initiated at which time a Corrective Action Plan will be signed by the student and the parent. The student will be placed on the restricted list for the remainder of the school year at the discretion of administration. Being placed on the restricted list will keep the student from attending all school sponsored activities, including, but not limited to, sports, dances, field trips and the Semi-Formal.
- C. When a student accumulates fifteen unexcused absences, a legal notice and a letter will be sent to the parent/guardian, requesting that a conference be held as soon as possible. Those present at the conference will be the parent(s), child and vice principal.
- D. The continued absence of a student after a conference has been held will result in a court complaint. If a student should continue to be absent after court action, the matter will be referred to the Superior Court.

- V. Tardiness / Excessive Lateness:** Students are expected to arrive promptly to school and to each assigned class. If students arrive after **8:34 a.m.**, they are to report to the front desk and obtain a late pass.

**Excessive lateness to school and classes will be treated as a serious discipline problem.**

- A. Students will be permitted no more than three unexcused tardies per marking period.
- B. Please see chart below for disciplinary procedures for excessive tardies.

# of Tardies	Disciplinary Action	Additional Measures
6	1 After School Detention	
12	1 After School Detention	10 Days on Restricted List/Telephone Conference
18	1 Day ACI	Guidance Referral
24	2 Days ACI	Parent Conference
30+	Discretion of the Vice Principal	

**VI. Truancy:** The laws of the State of New Jersey require children between the ages of six and sixteen to attend school on a regular basis. Students found to be truant can be deemed as juvenile delinquents and proceeded against as such. Parents or guardians who fail to comply with the provision of the State Statutes can be deemed to be disorderly persons and subject to a fine of \$25.00 for a first offense and not more than \$100.00 for each subsequent offense.

- A. First offense: A parent conference must be held and the student will be assigned to Alternative Classroom Instruction for 1 day. Punishment will also include being placed on the Restricted List for fifteen days.
- B. Second offense: A parent conference must be held and the student will be assigned to Alternative Classroom Instruction for 2 days. The student will be placed on the Restricted List for an additional fifteen days.
- C. Third offense: The case will be referred to the school district truant office for prosecution through the court system. In addition, a parent conference will be required. The student will be assigned three days of out of school suspension and 15 days on the Restricted List. The Parent must return to school with the child.

### **EARLY STUDENT DISMISSAL**

Students are not permitted to leave the school building during the day unless a parent has requested an early dismissal and the request has been approved by the principal. These requests should be submitted to the office before the start of the school day. The student will be given a pass to give to his/her teacher to be dismissed at the time requested. We will not interrupt classrooms during instructional time in order to call a student out of class for early dismissal, except in an emergency situation.

**There will be NO early dismissals after 2:30 PM without a prior verbal or written request.**

No students will be dismissed until a parent or designated adult comes into the office to sign out the student. Parents or designated adults may be required to show identification. Parents are to use the main entrance of the building.

### ***STUDENTS LEAVING EARLY OR COMING IN LATE***

If a student is signed **OUT**:

Before 10:40 – absent full day

Between 10:40 – 12:40 - 1/2 day absence

After 12:40 - present (full day)

If a student is signed **IN**:

Before 10:40- late

Between 10:40 – 12:40 - 1/2 day absence

After 12:40- absent (full day)

**Although being signed out after 12:40 PM counts as a full day, any student signed out after 12:40 will be missing 4 periods of instruction. Therefore, any early dismissal after 12:40 PM will be recorded as an unexcused early dismissal unless a physician's note is provided or prior approval is arranged. When a student accumulates three unexcused early dismissals per marking period, an after school detention will be assigned. The student will be responsible for any work missed during that time.**